UNITED STATES MARINE CORPS
Marine Corps Recruit Depot/Western Recruiting Region
1600 Henderson Avenue, Suite 238
San Diego, California 92140-5001

DepO 5214.1E
1A

MAR 0 8 2004

DEPOT ORDER 5214.1E

From: Commanding General
To: Distribution List

Subj: INFORMATION REQUIREMENTS (REPORTS) MANAGEMENT PROGRAM

Ref: (a) MCO 5214.2D (NOTAL)

Encl: (1) Definitions

1. Situation. To set forth policy, guidance, and responsibilities for the management of information requirements at this Command, per the reference.

2. Cancellation. DepO 5214.1D.

3. Mission. To promulgate procedures for the management of information requirements.

4. Execution

    a. Commander's Intent and Concept of Operations

        (1) Commander's Intent. To provide users with the information needed for mission accomplishment, but with a minimum burden placed on individuals or organizations tasked with providing the information.

        (2) Concept of Operations. Each information requirement represents a commitment of personnel and other resources. Individuals or units initiating information requirements have a responsibility to ensure that:

        (a) Methods, procedures, and systems employed for information requirements purposes are realistic, practical, cost effective, and responsive to user needs.

        (b) Only information that is not available from other sources is requested.

        (c) Multiple use of report is encouraged.

        (d) Frequency of reporting is reduced when possible and information requirements are canceled when no longer needed.

b. <u>Subordinate Element Missions</u>

(1) <u>Depot Adjutant Division</u>. AC/S, G-1 will assign Report Control Symbol for all information requirements, and administer the Depot Information Requirements (Reports) Management Program.

(2) <u>Commanders</u>

(a) Establish an Information Requirements (Reports) Management Program which will ensure the objectives of paragraph 4 are met.

(b) Appoint a Reports Program Manager who will have the responsibility for:

<u>1</u> Ensuring that any Battalion/Regimental/District order which requires a report is assigned a Report Control Symbol (RCS).

<u>2</u> Maintaining a central file of Reports and RCS assigned.

<u>3</u> Conducting a biennial review of all reports with a view toward reducing the frequency, number of copies, and/or eliminating the requirement.

<u>4</u> Submitting recommendations to the Reports Program Manager for improvement in information requirements management and/or elimination of the requirement.

5. <u>Administration and Logistics</u>. AC/S, G-1, Depot Adjutant Division is the POC for the Depot Information Requirements (Reports) Management Program.

6. <u>Command and Signal</u>

a. <u>Signal</u>. This Order is effective the date signed.

b. <u>Command</u>. This Order is applicable to MCRD and WRR.

T. W. SPENCER
Chief of Staff

DISTRIBUTION: A

DEFINITIONS

1. An information requirement (report) is data or specific information for use in determining policy; planning, controlling, and evaluating operations and performance; making administrative determinations; or preparing other reports. The data or information may be in narrative, statistical, graphic, or other form displayed on paper, magnetic tape, or other media.

2. A report control symbol (RCS) is a three-part, alphanumeric code, which indicates the requiring activity, applicable standard subject identification code (SSIC), and number of the report within the SSIC. For example, RCS MCRD 1130-8 translates as: required by the Marine Corps Recruit Depot, SSIC 1130, and report number 8 within SSIC 1130. Directives requiring the submission of information requirements (reports) shall include a "Reports Required" section.